AWARDS and PERSONALIZATION ASSOCIATION

Formerly ARA

Great Lakes Awards & Personalization Expo

October 23-24 | Toledo, OH

Engraving Sublimation UV Printing Customization

Official Contractor:

C-1 TRADE SHOW SERVICES

"WHERE THE CLIENT COMES FIRST"

Attendee Registration at www.aapainmanage.org

2015 Great Lakes Awards and Personalization Expo
SeaGate Convention Centre
Toledo, OH
October 23-24, 2015

Monday, August 10, 2015

Dear 2015 Great Lakes Awards and Personalization Expo Exhibitor,

C-1 Trade Show Services is pleased to be serving as the Exhibitor Services Partner for the APA's 2015 Great Lakes Awards and Personalization Expo happening October 23-24, 2015 at the SeaGate Convention Centre in Toledo, OH. As part of your exhibitor fee, the Awards and Personalization Association provides each 10' x 10' booth space with 8' BLUE / WHITE / WHITE / BLUE back drape, 3' BLUE side drape, one 6' x 30" BLUE skirted table, two chairs, a wastebasket, BLACK carpet and a 7"x44" ID Sign. The exhibit hall is not carpeted but the aisle will be lined with BLUE carpet. Additional booth furnishing options are available in this exhibitor service manual.

Exhibitors move-in on Thursday, October 22 between 12:00 Noon—8:00 PM. NO advanced shipments will be accepted at the SeaGate Convention Centre prior to this move-in day unless you have made arrangements with Mike at C-1 Trade Show Services. Large exhibitors can schedule an early move-in time with Mike Danielson (724) 260-5576. If you have not pre-arranged an early move-in with Mike, please make sure shipments are scheduled to arrive ONLY to the show site between the times of 9:00 AM—4:00 PM on October 22. When shipping your materials, be sure to use our shipping labels provided in the kit along side any labels provided by your carrier of choice. In order to ensure to adhere to the rules and provide a smooth move-in at the SeaGate Convention Centre, exhibitors who need to use the loading dock for unloading will need to contact Mike from C-1 Trade Show Services to schedule a load-in time for their delivery. Please see the *Freight Handling Estimation Form* for rates.

Exhibitors move-out on Saturday, October 24 between 4:00 PM—8:00 PM. We will have on-site representatives from both C-1 Trade Show Services and UPS Freight (the Official Show Carrier) to assist you with any of your shipping needs. There are some specific regulations that must be followed in order for a smooth move-out. All exhibitor freight must be packed and ready to be shipped with a Bill of Lading submitted to our C-1 Trade Show Service Center no later than 7:00 PM on Saturday, October 24. Exhibitors using carriers other than UPS Freight, should notify their drivers to check-in to our service center no later than this 7:00 PM deadline. Failure to check-in by 7:00 PM or not turning in a completed Bill of Lading for your shipment will result in the freight being forced onto UPS Freight trucks and additional fees will apply. Please note that FedEx and UPS Ground typically do not pickup or make deliveries on weekends so plan accordingly.

We are here to help you through the ordering process, so please feel free to call Mike at (724) 260-5576 with any questions that you may have when proceeding through the forms and reviewing the show information contained in this exhibitor service manual.

We look forward to a successful show.

Sincerely,
Mike and Jen
C-1 Trade Show Services

2015 Great Lakes Awards and Personalization Expo
SeaGate Convention Centre
Toledo, OH
October 23-24, 2015

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C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

EVENT DATES:
OCTOBER 23-24, 2015

SHOW CONTACTS

Official Service Contractor: Responsible for: Furniture Custom Furniture Carpet Floral Labor Freight Handling Modular Display Units Rigging, Etc…	C-1 Trade Show Services Mike Danielson Phone: (724) 260-5576 miked@c1tradeshowservices.com	Direct to Show Site Address: Responsible for: Electrical Telephone Internet Phone *Please use the Direct to Show Site Shipping Labels	SeaGate Convention Centre 401 Jefferson Ave. Toledo, OH 43604 Phone: (419) 255-3300 Fax: (419) 255-7731
Official Freight Company:	UPS Freight Phone: (800) 988-9889 upsfreighttradeshow@ups.com	Advance Warehouse Address: *Please use the Advance Warehouse Shipping Labels	C-1 Trade Show Services c/o UPS Freight 3235 Nebraska Ave. Toledo, OH 43607 Michael Cook, Michaelcook@ups.com Phone: (419) 537-1445
Audio Visual Company:	AVTECH 4129 Upton Ave. Toledo, OH 43613 Phone: (419) 725-0138 tsmith@avtechproductions.com		

The following forms (located towards the back of the kit) are to be mailed or faxed to the individual suppliers and not through C-1 Trade Show Services.

SeaGate Convention Centre Utility Order Form	UPS Flyer	Audio Visual Order Form

BOOTH FURNISHINGS:

Show Colors

8' Back drape	BLUE / WHITE / WHITE / BLUE
3' Side drape	BLUE
Aisle Carpet	BLUE

10' x 10' Booth Receives

8' Back drape	One 6' x 30" BLUE skirted table
3' Side drape	Two Chairs and Wastebasket
Booth ID Sign	Black Carpet

- The APA is providing BLACK carpet in each booth space. If you wish to have another color carpet in your both space, this must be ordered and paid for by completing the Carpet Order form provided in this Exhibitor Kit.

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IMPORTANT EXHIBITOR DEADLINES

C-1 Discount Deadline: Please refer to Facility Order Forms for their discount deadline The Payment Authorization Form must have all credit card information completed and accompany all orders to receive discount pricing, all orders submitted after this date will be charged at the standard rate. The forms to submit for this deadline include Tax Exempt Form (if applicable), Booth Package, Furniture & Accessories, Carpet, Carpet Cleaning, Signage, Floral, Fork-lift, Rigging, Modular Display Units, and I & D Labor.		Friday, October 2	5:00 PM
Exhibitor Appointed Contractor Paperwork Deadline: If exhibitors are using another service contractor for the show, they will need to submit the Third Party Payment Authorization Form and EAC Certificate of Insurance.		Friday, September 25	5:00 PM
Freight Handling Paperwork Deadline: When shipping to the warehouse or show site, be sure to submit the Freight Handling Estimation Order Form page with your Payment Authorization Form to ensure your materials are delivered to your booth before move-in day.		Friday, October 9	5:00 PM
Warehouse Receiving: Any materials received outside of these dates will incur a 25% surcharge per CWT If your items will arrive after the deadline, please notify C-1 of the carrier, shipment's tracking numbers, and piece count ensure these items will be delivered in time to be loaded		Monday, Sept. 14 to Friday, October 16 *NO SHIPMENTS WILL BE ACCEPTED AT THE WAREHOUSE AFTER MONDAY, OCT. 19	The Warehouse's Hours of Operation are M-F 10:00 AM—4:00 PM (closed noon—1 PM daily for lunch)
Exhibitor Move-in/Show Site Receiving: All shipments must arrive during these times to avoid surcharges or possible shipment refusal	Thursday, October 22	12:00 Noon—8:00 PM*	*ALL EXHIBITS MUST BE SETUP UP BY 8:00 PM WITHOUT EXCEPTIONS
Exhibit Hall Hours:	Friday, October 23 Saturday, October 24	10:00 AM—5:00 PM 10:00 AM—4:00 PM	Exhibit Hall Open Exhibit Hall Open
Exhibitor Move-out	Saturday, October 24	4:00 PM—8:00 PM	
Carrier Check-in Deadline All shipments left on the floor will be forced onto C-1's Onsite carrier, UPS Freight	Saturday, October 24	By 7:00 PM	(FedEx & UPS Ground usually will not pick up on weekends so plan accordingly)

EVENT DATES:
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LABOR & MATERIAL HANDLING RULES/REGULATIONS

BOOTH INSTALLATION & DISMANTLING ("I/D")

The Union is to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the show site service desk.

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order such from the Official Service Contractor. Exhibitors may not "borrow" tools from the exhibit facility and/or the Official Service Contractor. C-1 will have qualified labor members available to assist you in setting-up and dismantling your exhibit and equipment.

MATERIAL HANDLING

Freight to be brought in through the loading docks must be consigned to the Official Service Contractor – C-1 Trade Show Services. C-1 Trade Show Services shall be THE SOLE AUTHORITY on all matters in the DOCK area. All forklift and material handling from the loading dock to the point of installation is handled by the Union. This is not applicable to materials that can be carried by one person.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. C-1 cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

GRATUITIES

C-1 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. C-1 employee(s) are paid an excellent wage and tipping is not an accepted company policy. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of C-1.

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LIMITS OF LIABILITY & RESPONSIBILITY

1. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.

2. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by C-1 Trade Show Services, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by C-1 Trade Show Services, or its subcontractors.

3. C-1 Trade Show Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury, or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

4. Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a C-1 Trade Show Services representative for documentation. Claims for discovered and reported loss, injury, or damage must be submitted to C-1 Trade Show Services by the close of the show. No suit or action shall be brought against C-1 Trade Show Services, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

C-1 Trade Show Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury, or damage where the direct cause of the loss, injury, or damage is unknown or indeterminable.

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Be sure your *Liability Insurance* is in effect at the exhibit site.
Contact your insurance representative for more information.

PAYMENT TERMS & CONDITIONS

C-1 Trade Show Services requires payment for all services upon presentation of an invoice statement at the exhibit site. In order to receive a discount, the *Payment Authorization Form* must accompany your advanced order and be received prior to/on the discount deadline listed on your order form.

Note: It is the responsibility of the Exhibitor to advise the C-1 Trade Show Services on-site representative of any problems with any orders placed and to check their invoice for accuracy prior to the close of the event. No credits will be issued after the exhibition closing.

1. All payments must be made in U.S. Funds.

2. If your company is a government agency and your firm or agency requires a purchase order to be issued for any services rendered, then your purchase order request must accompany the order forms.

3. All materials and equipment are on a rental basis except where specifically identified as a sale and remain the property of C-1 Trade Show Services.

4. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of the service(s). If such deposit is not sufficient, the exhibiting company will be required to settle their accounts prior to the close of the exhibition.

5. Final invoices are emailed to the account on file upon the close of the show. If you would like to receive a copy for your records, please stop by the C-1 Trade Show Service Center to ensure your email address is in our records. C-1 Trade Show Services will accept payment by cash, company/certified check, money order, or Visa, Mastercard or an American Express credit card. C-1 Trade Show Services does not accept Discover cards. C-1 Trade Show Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

6. International Exhibitors will be required to settle their accounts in full prior to the close of the show. Payments must be made in U.S. Funds by either credit card, cash, check, or bank wire transfer when previously arranged with C-1 Trade Show Services.

7. Tax Exemption Status - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. tax exempt forms will need to be submitted by the discount deadline. No credits will be given after the close of the show for tax exempt status.

8. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non- official contractor or other parties, shall be the responsibility of the exhibitor at the event. Any special orders (i.e. special cut carpet, plush carpet, signage, floral, custom furniture, or modular display units) are non-refundable once the order has been placed.

9. C-1 Trade Show Services reserves the right to institute collection actions against all exhibitors or third parties for payments not received within 20 days. Service charges of 20% per month or a fraction thereof will be applied to the past due accounts. The annual rate per service charge is 20%. Fees associated with insufficient funds on personal or company checks as well as the charge back fees on credit card will be added to your invoice.

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

PAYMENT AUTHORIZATION FORM

Please complete and return this form for any items/services ordered thru C-1 Trade Show Services. The completion of this form accompanied by your signature authorizes your company representative(s) and yourself to order services from C-1 Trade Show Services in advance as well as at the show.

EXHIBITING NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____ PHONE # _____

CITY/STATE/ZIP _____ FAX # _____

ORDERED BY (PRINT) _____ TITLE _____

EMAIL _____ SIGNATURE _____

Exhibitor Order Summary Spreadsheet	Date Ordered	Totals from Order Forms
Taxable Items:		
Furniture, Accessories, Booth Package		$
Carpet (including Padding & Visqueen)		$
Signage/Modular Display Units		$
Floral		$
Freight Handling		$
Installation & Dismantle Labor		$
Forklift/Rigging Labor		$
Other		$
Total Order		$

PAYMENT POLICIES

- DISCOUNT PRICES: To qualify, orders must be received with payment on/before Discount Deadline date. Orders received without payment or after the discount price deadline will be charged at the standard rate. Standard furniture orders that are cancelled on-site (prior to item(s) delivered) will received a 50% refund. No refund will be issued after these items have been delivered to your booth. No refund will be issued for any special-cut or plush carpet, signage, custom furniture, floral, or modular display units that have been cancelled after the discount deadline.
- ADJUSTMENTS/CANCELLATIONS: No adjustments/credits to invoices will be given after the close of event for items/ services ordered but not received.
- ORDER CONFIRMATION: Email will be sent within 48 hours.
- Payment: You may choose to pay by credit card or check, however, we require a credit card on file. Please make checks payable to C-1 Trade Show Services.
- TAX EXEMPT: If your company is tax exempt, be sure to submit a certified tax exempt form. This form needs to be for the city where the show is taking place and needs to be submitted by the discount deadline.

☐ Tax Exempt?

PAYMENT METHOD: ☐ CREDIT CARD ☐ CHECK ☐ MONEY ORDER ☐ CASH

☐ MasterCard ☐ Visa ☐ American Express *We do not take Discover cards

Account Number ☐☐☐☐ Exp. Date ☐/☐

By signing below, you have read, understood, and agreed to all terms as described in this entire Exhibitor Service Manual including the Payment Terms & Conditions provided in this and your on-site representative (s) have been advised of these terms as well.

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____

CARDHOLDER SIGNATURE _____ DATE _____

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CONDITIONS FOR EXHIBITOR APPOINTED CONTRACTOR (EAC)

Awards and Personalization Association, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed C-1 Trade Show Services as the Official Service Contractor to perform and provide necessary services and equipment.

Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union(s) and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- The Exhibitor may provide supervision and
- The Exhibitor may appoint an exhibit installation contractor or display builder for exhibitor move-in or move-out.

Exhibitors may employ the service of independent contractors to install and dismantle their display provided that the Exhibitor as well as the Exhibitor Appointed Contractor comply with the following requirements:

1. The exhibitor must notify APA and C-1 Trade Show Services in writing of the intention to utilize an Independent contractor no later than Friday, September 25, furnishing the name, address, and telephone number of the firm by submitting the *Third Party Authorization Form* on the next page. If EAC is not responsible for payment, just indicate the proper box under the "items to bill to 3rd party" section.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to APA and C-1 Trade Show Services no later than Friday, September 25.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide APA with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with C-1 Trade Show Services all reasonable costs related to its operation, including overtime to pay for stewards, restoration of exhibit space to its initial condition, et cetera.
6. The Exhibitor Appointed Contractor must furnish APA and C-1 Trade Show Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times the necessary identification badges as determined by APA. The Service Firm must check in at the C-1 Trade Show Services Customer Service Desk to receive their badge.
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid ***authorization*** form that the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
8. The Exhibitor Appointed Contractor must confine it's operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to C-1 Trade Show Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, C-1 Trade Show Services. The Exhibitor Appointed Contractor must coordinate all of its activities with C-1 Trade Show Services.
11. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractor or Facility will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment owned by parties other than the Exhibitor.
12. Must refer to the Official Service Contractors & Exhibitor Appointed Contractors and the Method of Payment Third Party Authorization for Exhibitor Appointed Contractors forms in this manual for additional requirements.

NOTE: C-1 Trade Show Services reserves the right to refuse any Non-Official Service Contractor access to the show floor, if any of the above conditions are not met. If there is a problem providing the necessary information within the 30-day deadline, C-1 Trade Show Services must be contacted by telephone.

EAC AUTHORIZATION FORM

FORM DUE DATE:
SEPTEMBER 25, 2015

A Non-Official Service Contractor/Exhibitor Appointed Contractor is a company other than the Official Service Contractor (C-1 Trade Show Services) that provides a service such as installation/dismantle labor, custom furniture rental, rigging & sign handling labor, photography, audio visual, and other related services and therefore needs access to your booth during the installation and dismantling hours.

This form is required for exhibitors who are utilizing an Exhibitor Appointed Contractor. As the exhibiting firm, you are ultimately responsible for the payment of charges incurred through exhibiting at the 2015 Great Lakes Awards and Personalization Expo. In the event that the Third Party Exhibitor Appointed Contractor does not disclose payment for the open invoice prior to the last day of the show, the charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party. The items checked below are to be invoiced to the third-party. This form is due on/before Friday, September 25. C-1 Trade Show Services will not be responsible for contacting the third party company during the show for balance due. Therefore, C-1 requests that a credit card number be placed on file to avoid issues at show site.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. In the event that the named third party does not disclose payment for the open invoice prior to the last day of the show, charges will revert back to our exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

*This portion to be filled out by exhibiting company

EXHIBITING NAME _____ BOOTH # _____

EXHIBITOR ADDRESS _____ PHONE # _____

CITY/STATE/ZIP _____ FAX # _____

ORDERED BY (PRINT) _____ TITLE _____

EMAIL _____ SIGNATURE _____

Items to Bill to 3rd Party:

- ☐ All Services
- ☐ I&D Labor/Supervision
- ☐ Freight Handling/In & Out
- ☐ Booth Cleaning
- ☐ Rental Furniture/Carpet
- ☐ Signage/Graphics
- ☐ No Services/Exhibiting Company is Responsible for Payment

*This portion to be filled out by third party company

PAYMENT METHOD: ☐ CREDIT CARD ☐ CHECK ☐ MONEY ORDER ☐ CASH

You may choose to pay by credit card or check, however, we require a credit card on file.
Please make checks/money orders payable to C-1 Trade Show Services.

☐ MasterCard ☐ Visa ☐ American Express *We do not take Discover cards

Account Number _____ Exp. Date ___/___

By signing below, you have read, understood, and agreed to all terms as described in this entire Exhibitor Service Manual including the Payment Terms & Conditions provided in this and your on-site representative (s) have been advised of these terms as well.

CARDHOLDER NAME (PRINT) _____ CARDHOLDER SIGNATURE _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

THIRD PARTY COMPANY NAME _____ EMAIL _____

THIRD PARTY ADDRESS _____

PHONE _____ EXT. _____ FAX _____

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.

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GENERAL FAQS

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

AM I ABLE TO ORDER/UTILIZE FURNITURE FROM THE FACILITY?

- No. That is strictly prohibited. Booth furnishings such as tables, chairs, and cocktail rounds can be ordered directly through C-1 Trade Show Services.

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- C-1 will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware though that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL THE FACILITY CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning through the RICC *Carpet Cleaning Order Form* towards the end of this kit.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR C-1 LABOR MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the C-1 staff. The labor members work with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers provided, please see the C-1 service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order C-1 supervised dismantle labor at the C-1 service desk. Please leave all dismantle and outbound shipping information and be sure you have a credit card on file. C-1 will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- After the start of the show, once all your orders have been placed in our booth. Your invoice will be emailed reflecting the payment applied.

FURNITURE & ACCESSORIES

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

Skirted Table

Item Name	Qty.	Discount Rate	Standard Rate
4' L x 2' W x 30" H		$95.00	$125.00
6' L x 2' W x 30" H		$105.00	$135.00
8' L x 2' W x 30" H		$115.00	$145.00
Optional 4th Side Skirt 30"		$40.00	$50.00
4' L x 2' W x 42" H		$105.00	$135.00
6' L x 2' W x 42" H		$115.00	$145.00
8' L x 2' W x 42" H		$125.00	$155.00
Optional 4th Side Skirt 42"		$50.00	$60.00

Indicate Table Skirt Color:

☐ Black ☐ Silver
☐ Blue

4th Side Skirt on _____ ft. long table(s) ordered.

* Show colors will be given when color is not selected.

Unskirted Table

Item Name	Qty.	Discount Rate	Standard Rate
4' L x 2' W x 30" H		$60.00	$75.00
6' L x 2' W x 30" H		$70.00	$85.00
8' L x 2' W x 30" H		$80.00	$95.00
4' L x 2' W x 42" H		$70.00	$85.00
6' L x 2' W x 42" H		$80.00	$95.00
8' L x 2' W x 42" H		$90.00	$105.00

Unskirted Cocktail Tables

Item Name	Qty.	Discount Rate	Standard Rate
Round Cocktail Table 30" High		$90.00	$110.00
Round Cocktail Table 42" High		$125.00	$150.00

SEATING

Item Name	Qty.	Discount Rate	Standard Rate
Padded Side Chair		$65.00	$75.00
Steno Chair		$75.00	$85.00
Arm Chair		$65.00	$75.00
Counter Stool		$75.00	$85.00

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

Accessories

Item Name	Qty.	Discount Rate	Standard Rate
Wastebasket		$25.00	$30.00
Adjustable Tripod Easel		$45.00	$65.00
Bag Rack		$85.00	$110.00
Garment Rack		$95.00	$120.00
Literature Rack		$130.00	$150.00
Chrome 22" X 28" Sign Frame		$75.00	$90.00
Raffle Drum		$100.00	$120.00
Rope & Stanchion (10' section)		$125.00	$150.00
4' X 8' Poster Board		$170.00	$221.00
Fish Bowl		$35.00	$42.00

Special Draping with Metal

Item Name	Qty.	Discount Rate	Standard Rate
3' Masking Drape		$14.00	$19.00
3' Upright & Base		$15.00	$21.00
8' Masking Drape		$20.00	$26.00
8' Upright & Base		$20.00	$28.00
Crossbar		$14.00	$20.00

Indicate Drape Color:

☐ Black
☐ Blue
☐ Silver

Draped Table Risers—10" deep x 10" high & covered with white vinyl

Item Name	Qty.	Discount Rate	Standard Rate
4' Single Tier— place on ___ ft. table ordered		$62.00	$82.00
6' Single Tier— place on ___ ft. table ordered		$72.00	$92.00

CANCELLATION POLICY:

- Standard furniture orders cancelled on-site (prior to item(s) delivered) will receive a 50% refund.
- No refund will be issued after these items have been delivered to your booth
- No refund for any special cut carpet, plush carpet, signage, custom furniture, MDU, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

SUB TOTAL OF ORDERS $_____
X 7.25% TOLEDO SALES TAX $_____
= TOTAL OF ALL ITEMS ORDERED: $_____

EXHIBITING COMPANY NAME _____

BOOTH # _____

PRINT NAME _____ EMAIL _____

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miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

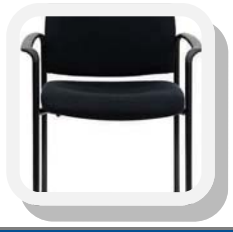
EVENT DATES:
OCTOBER 23-24, 2015

FURNITURE & ACCESSORY IMAGES

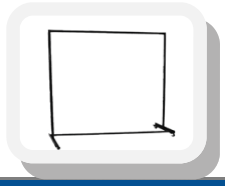
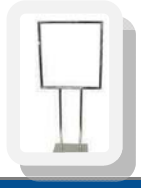
TABLES

30" & 42" SKIRTED TABLES	42" UNSKIRTED TABLE	30" TALL ROUND TABLE

SEATING

		
CONTEMPORARY ARM CHAIR	SIDE CHAIR	CONTEMPORARY COUNTER STOOL

ACCESSORIES

			
WASTEBASKET	TRIPOD EASEL	BAG RACK	GARMET RACK
			
LITERATURE RACK	CHROME 22" X 28" SIGN HOLDER	RAFFLE DRUM	ROPE & STANCHION
POSTER BOARD	LIGHTED SHOWCASE	RISER ON A TABLE	

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

CARPET

STANDARD CARPET—for 8' x 10', 9' x 10', or 10' x 10' Booth Spaces					
QTY.	SIZE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	9' x 10' BOOTH CARPET	$145.00	$165.00		☐ BLACK
	9' x 20' BOOTH CARPET	$285.00	$320.00		☐ BLUE
	9' x 30' BOOTH CARPET	$415.00	$455.00		☐ SILVER
	TAPING	$0.74 PSF	$0.88 PSF		

SPECIAL SIZE STANDARD CARPET—100 square feet minimum, per square foot; for Island Booths				
RENTAL INCLUDES INSTALL, TAPING, AND DISMANTLE (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS) ALL ORDERS NEED TO BE RECEIVED BY THE DISCOUNT DEADLINE. BOOTH SIZE _____ X _____ = _____	DISCOUNT PRICE $3.50 PSF	STANDARD PRICE $4.50 PSF	TOTAL	*Select Color Above

PLUSH/DELUXE CARPET—100 square feet minimum, per square foot—28 oz.				
RENTAL INCLUDES INSTALL AND PICK-UP AT THE CLOSE OF THE SHOW. ALL ORDERS NEED TO BE RECEIVED BY THE DISCOUNT DEADLINE. BOOTH SIZE _____ X _____ = _____	DISCOUNT PRICE $3.75 PSF	STANDARD PRICE $4.75 PSF	TOTAL	☐ BLACK ☐ BLUE ☐ SILVER

PADDING AND VISQUEEN PROTECTION 100 square feet minimum	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	$1.25 PSF	$1.75 PSF	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	$0.75 PSF	$1.00 PSF	

CANCELLATION POLICY:

- Standard furniture orders cancelled on-site (prior to item(s) delivered) will received a 50% refund.
- No refund will be issued after these items have been delivered to your booth
- No refund for any special cut carpet, plush carpet, signage, custom furniture, MDU, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

SUB TOTAL OF ORDERS $_____
X 7.25% TOLEDO SALES TAX $_____
= TOTAL OF ALL ITEMS ORDERED $_____

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

CARPET CLEANING ORDER FORM

The fee charged by the association for your booth rental does not include vacuuming of rugs, washing of floor tile, sweeping of booths, and emptying of wastebaskets. Please order the services below to ensure that your booth is show ready.

CARPET CLEANING—for 8' x 10', 9' x 10', 10' x 10', or Bigger Booth Spaces				
VACUUMING CARPET/BOOTH AREA—OPENING DAY ONLY (MIN OF 100 SQ. FT.) BOOTH SIZE _____ X _____ = _____	DISCOUNT PRICE $0.45 psf	STANDARD PRICE $0.50 psf	# OF DAYS 1	TOTAL
VACUUMING CARPET/BOOTH AREA—DAILY (MIN OF 100 SQ. FT.) BOOTH SIZE _____ X _____ = _____	DISCOUNT PRICE $0.40 psf	STANDARD PRICE $0.45 psf	# OF DAYS 2	TOTAL

PORTER SERVICE—Trash Removal Throughout the Show Day (charged by 10' x 10' space)				
EMPTYING OF WASTEBASKETS IN YOUR BOOTH AREA IN TWO (2) HOUR INTERVALS DURING SHOW HOURS	DISCOUNT PRICE $90.00 per day	STANDARD PRICE $100.00 per day	# OF DAYS 2	TOTAL

TOTAL OF ALL ITEMS ORDERED: $_____

CANCELLATION POLICY:

- Cleaning Orders cancelled after the move-in begins will be charged at 50% of the original price.
- No refund will be issued after your booth has been serviced.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
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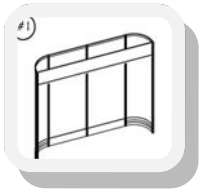
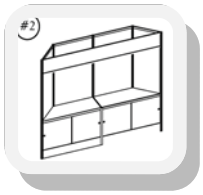
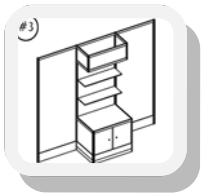
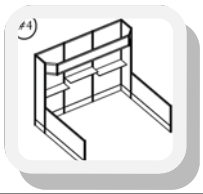
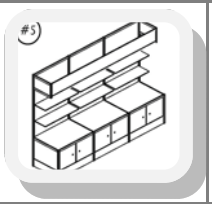
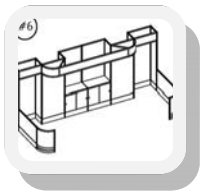
DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

MODULAR DISPLAY UNIT

MODULAR DISPLAY UNITS			
PHOTO	DESCRIPTION	DISCOUNT	STANDARD
	OPTION 1: 10' HARD WALL WHITE SINTRA PANELS WITH CURVED END CAPS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 10' CARPET	$1600	$2000
	OPTION 2: 10' HARD WALL WHITE SINTRA PANELS WITH 4 CABINETS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 10' CARPET	$1875	$2345
	OPTION 3: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES & CABINET INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 10' CARPET	$1875	$2345
	OPTION 4: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES AND PANEL SIDES INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 10' CARPET	$1995	$2495
	OPTION 5: 10' HARD WALL WHITE SINTRA PANELS WITH SHELVES & CABINETS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 10' CARPET	$2675	$3450
	OPTION 6: 20' HARD WALL WHITE SINTRA PANELS WITH CABINETS, CURVED END CAPS INCLUDES LABOR TO INSTALL & DISMANTLE CUSTOM HEADER 10' X 20' CARPET	$4995	$6245
For Larger Custom Display Options, Call for a Quote			

Indicate Panel Material Additional Cost if Not Using Basic White Sintra			
QTY	DESCRIPTION	DISCOUNT	STANDARD
	White Sintra Panels	Included in Package	
	Colored Sintra Panel	$100/panel	$125/panel
	Braylock/Velcro Panel	$100/panel	$125/panel
	Full Color Graphics on Back Panel *Size of Graphic:* ____ x ____	$275/panel	$350/panel
☐	*Chrome Metal for Panels*	Included in Package	
☐	*Black Metal for Panels* *(Per 10' x 10')*	$500	$625

Indicate Sintra/Velcro Panel Color (additional cost)		
☐	Black	
☐	Red	
☐	Silver	
☐	Blue	

Indicate Booth Carpet Color (no additional cost)		
☐	Black	
☐	Red	
☐	Silver	
☐	Blue	

C-1 Trade Show Services can design other custom counters for you. For assistance, please call Jennifer at (941) 371-4523.

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SUB TOTAL OF ORDERS $_____ X 7.25% TOLEDO SALES TAX
= TOTAL OF ITEMS ORDERED $_____

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

MODULAR DISPLAY ACCESSORIES

MODULAR DISPLAY/STORAGE COUNTERS

PHOTO	DESCRIPTION	DISCOUNT	STANDARD
	OPTION 1: 1/2 M X 1/2 M x 36"T WHITE SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE	$300	$375
	OPTION 2: 1/2 M X 1 M x 36"T GRAPHIC ON FRONT WHITE SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE	$350	$440
	OPTION 3: 36"T ROUND COUNTER BLACK SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE	$450	$565
	OPTION 4: 1/2 M x 2 M x 36"H BLACK SINTRA PANELS CALL FOR CUSTOM GRAPHICS QUOTE	$500	$625
	OPTION 5: LIGHTED DISPLAY CASE	$425	$510

MODULAR DISPLAY ACCESSORIES

QTY	ACCESSORY	DISCOUNT	STANDARD
	HALOGEN LIGHTS	$50.00/light	$70.00/light
	Gridwall Panel without Legs	$75.00/panel	$95.00/panel
	Gridwall Panel with Legs—3 sided	$350.00	$480.00
	Straight Faceout Arm	$15.00/arm	$20.00/arm
	Downslant Arm	$15.00/arm	$20.00/arm
	Shelf: 37" L x 12" W	$65.00/shelf	$82.00/shelf
	Hat Holder	$15.00/arm	$20.00/arm

Indicate Counter Color (no additional cost)

☐	Black Panels (white counter top)	
☐	White Panels (white counter top)	

Indicate Lock/No Lock per Counter

OPTION	QUANTITY	COUNTER SIZE	DISCOUNT	STANDARD
No Lock			Included in Option	
Lock			$65.00	$82.00

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EVENT DATES:
OCTOBER 23-24, 2015

FLORAL IMAGES

Azaleas (pink)

Azaleas (red)

Azaleas (white)

Mums (white)

Mums (yellow)

Mums (bronze)

Mums (lavender)

Small Fern (displayed on tables)

Large Fern (displayed on floor)

Ivy & Pothos

EVENT DATES:
OCTOBER 23-24, 2015

FLORAL IMAGES (CONTINUE)

2' Green Plant

3' Green Plant

4' Green Plant

5' Green Plant

6' Green Plant

7' Green Plant

Please note that the type of plant or tree pictured above may change according to availability.

We also provide custom floral arrangements!
Send a photo or description to miked@c1tradeshowservices.com for a price quote

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

FLORAL

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	SMALL BOSTON FERN—TABLE DISPLAY	$40.00	$54.00	
	LARGE BOSTON FERN—FLOOR DISPLAY	$55.00	$74.25	
	GREEN PLANT: 2' TALL	$45.00	$60.75	
	GREEN PLANT: 3' TALL	$55.00	$74.25	
	GREEN PLANT: 4' TALL	$65.00	$87.75	
	GREEN PLANT: 5' TALL	$75.00	$101.25	
	GREEN PLANT: 6' TALL	$85.00	$114.75	
	GREEN PLANT: 7' TALL	$95.00	$128.25	

All plants include container. *Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.*

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	AZALEAS ☐ PINK ☐ RED ☐ WHITE	$45.00	$60.75	
	MUM PLANTS ☐ WHITE ☐ YELLOW ☐ BRONZE ☐ LAVENDER	$50.00	$67.50	
	IVY & POTHOS	$40.00	$54.00	
	TABLE FLOWER ARRANGEMENT	CALL FOR A QUOTE	CALL FOR A QUOTE	
	LARGE FLOOR ARRANGEMENT	CALL FOR A QUOTE	CALL FOR A QUOTE	
	CUSTOM DESIGNED ARRANGEMENT	CALL FOR A QUOTE	CALL FOR A QUOTE	

Please call C-1 Trade Show Services at (941) 371-4523 if you have requirements other than those listed.

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PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

TOTAL OF ALL ITEMS ORDERED $_____ + 7.25% SALES TAX _____+ $50 DELIVERY/PICK-UP FEE = $_____

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

EVENT DATES:
OCTOBER 23-24, 2015

SIGNAGE—RETRACTABLE BANNER STANDS

Option A: 24" W x 85" H (2' W x 7' T) = $400*
Graphic size: 24"W x 85"H to 90"H (with a 6" bleed on bottom)
Weight: 12 lbs. (stand only)
Travel Bag Dimensions: 29" x 13" x 5"
*Price includes: Design Work, Graphics, Case and Stand

Option B: 36" W x 85" H (3' W x 7' T) = $510*
Graphic size: 36"W x 85"H to 92"H (with a 6" bleed on bottom)
Weight: 16 lbs. (stand only)
Travel Bag Dimensions: 41" x 12" x 4"
*Price includes: Design Work, Graphics, Case and Stand

Product detail information:
Durable and uniquely designed, this aluminum stand is the perfect combination of versatility, appeal, and affordability.

Set up: Quick and Easy.
Banner attaches by Velcro. Clean edge to edge display.

Lifetime warranty on stand and 1 year warranty on banner

Graphics turnaround 7-10 business days after proofs are approved. Please call for production schedule if you need it sooner. Turn around times based on orders with up to 10 banners. For more quantities please call us to get estimated turnaround time.

Features

- retractable
- stylish lightweight components
- foldable aluminum pole
- quick to assemble and easy to use
- comes with sturdy carry bag

SIGNAGE—TABLE TOP THROW COVERS

These table throws are a great addition to your trade show booth and are sized to fit either a standard 6ft or 8ft table. Available in full graphic prints. The graphic turnaround time is a standard 10 business days.

The 3-sided (open back) table throw has full length front and side material, with a shorter edge on the backside.

The 4-sided (full back) table throw has full length front and side material, with a full length backside.

6' x 30" TABLE

8' x 30" TABLE

Option C: 6' x 30" skirt with 3-sided graphics = $355
Graphic Size: 126.5"W x 62.75"H

Option D: 8' x 30" skirt with 3-sided graphics = $445
Graphic Size: 150.5"W x 62.75"H

Option E: 6' x 30" skirt with 4-sided graphics = $435
Graphic Size: 126.5"W x 84"H

Option F: 8' x 30" skirt with 4-sided graphics = $505
Graphic Size: 150.5"W x 84"H

EVENT DATES:
OCTOBER 23-24, 2015

SIGNAGE—THROW COVERS FOR COCKTAIL ROUNDS

Option G: 30" Round Table Cover with 1-Color Imprint = $270
A round table cover with your logo printed in one imprint color (choose below), available in 15 fabric colors. Sized to fit a 30" tall, 31½" diameter round table.

Option H: 42" Round Table Cover with 1-Color Imprint = $302
A round table cover with your logo printed in one imprint color (choose below), available in 15 fabric colors. Sized to fit a 42" tall, 31½" diameter round table.

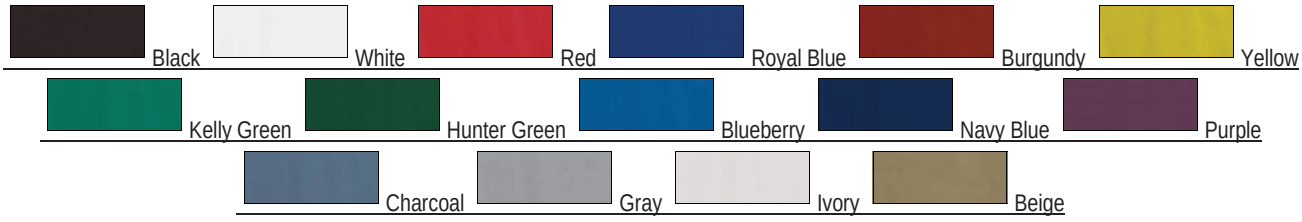
Option I: 30" Round Table Cover with Full-Color Imprint = $480
A round table cover with your logo printed in full color on the front, available in 15 fabric colors. Sized to fit a 30" tall, 31½" diameter round table.

Option J: 42" Round Table Cover with Full-Color Imprint =$352
A round table cover with your logo printed in full color on the front, available in 15 fabric colors. Sized to fit a 42" tall, 31½" diameter round table

The Graphic Area for all cocktail round throws 40"W x 17"H

*All the skirts mentioned above are made from an 8oz. premium poly twill that is flame retardant, machine washable and wrinkle resistant.

AVAILABLE FABRIC COLORS



Imprint Colors →

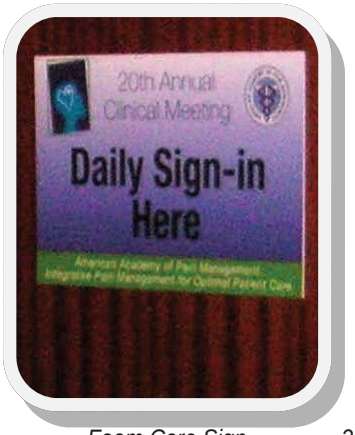
EVENT DATES:
OCTOBER 23-24, 2015

SIGNAGE—TRADE SHOW BANNERS

Standard sign orders are processed using (1) vinyl copy on white foam core. C-1 Trade Show Services reserves the right to alter layouts and designs if deemed necessary. All pricing includes delivery to your booth and does not include any required installation. Both installation and dismantle labor can be ordered through C-1 Trade Show Services. Please refer to the *Labor Order Form* for more information.

Examples of Standard Foam Core Signs:
See next page for pricing.

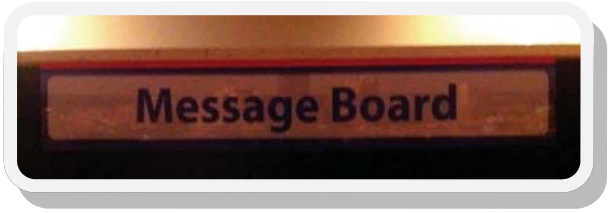
8.5" x 11" Foam Core Sign with Easel



Foam Core Sign

22" x 28" Foam Core Sign on Easel

Examples of Hanging Banners:
Call for a price quote. It is recommend to get a 3" pole pocket at the bottom of the banner to straighten and weigh down the signage.



7" x 44" Laminated Hanging Banner

10" x 3" Hanging Banner

Example of Backdrop Banners:
The cost for these backdrop banners is $1500.00, which includes labor and the metal.

8' x 10' Big Banner with Two Crossbars

8' x 10' Big Banner with One Crossbar

SIGNAGE

Please call Jennifer at (941) 371-4523
for any of your signage needs.

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Retractable Banner Stands				
	Option A	$400.00	$520.00	
	Option B	$510.00	$663.00	
Table Top Throw Covers				
	Option C	$355.00	$461.50	
	Option D	$445.00	$578.50	
	Option E	$435.00	$565.50	
	Option F	$505.00	$656.50	
Throw Covers for Cocktail Rounds				
	Option G	$270.00	$351.00	
	Option H	$302.00	$392.60	
	Option I	$480.00	$642.00	
	Option J	$352.00	$457.60	
Foam Core Signs				
	7" x 11" Sign	$30.00	$50.00	
	7" x 44" Sign	$40.00	$60.00	
	14" x 22" Sign	$60.00	$80.00	
	14" x 44" Sign	$70.00	$90.00	
	22" x 28" Sign	$90.00	$110.00	
	28" x 44" Sign	$100.00	$120.00	
	40" x 60" Sign	$180.00	$200.00	
	Hanging Banners	$12.50psf.	$16.25psf.	
	Backdrop Banners (includes labor and metal)	$1500.00	$1950.00	
Add-Ons				
	Easel Back	$10.00 per sign	$15.00 per sign	
	Grummets	$5.00 per sign	$10.00 per sign	
	3' Pole Pocket	$10.00 per side	$15.00 per side	

CANCELLATION POLICY:

- No refund for any special cut carpet, plush carpet, signage, custom furniture, MDU, or floral orders that have been cancelled after the discount deadline.
- Also, there will be absolutely NO CREDITS given after the close of the show. We deliver all items ordered to your booth prior to the start of the show. If you are missing something that you ordered in advance, it is YOUR responsibility to let us know that it has been removed from your booth prior to the start of the show. NO CREDITS will be given if you do NOT let us know that it is not in your booth.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

SUB TOTAL OF ORDERS $_____ + 7.25% TOLEDO SALES TAX _____
= TOTAL OF ITEMS ORDERED $_____

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

INSTALLATION & DISMANTLE LABOR

Option 1 – Supervision by C-1 Trade Show Services:

This option is offered to have your exhibits set prior to the exhibitor's arrival in order to save time and your show-site expenses. Such labor will be done on straight time when available. The supervision charge is 35% of the total labor bill (with a minimum of $50.00 on installation and $50.00 on dismantle). If choosing Option 1, please complete the form on the following page.

Option 2 – Supervision by Exhibitor Personnel:

This option is offered to have your one-site exhibit's personnel supervise labor provided by C-1 Trade Show Services. Labor must be requested prior to the start of the working day, which is 8:00 AM, unless otherwise noted. The exhibitor must check into the C-1 Trade Show Services customer service area to pick up the labor ordered even if an time is designated below. Additionally, upon completion of work, the exhibitor must check out the labor at the service desk. All work is to be supervised under the supervision of the exhibitor or his/her representative. If no date/ time is indicated below, no labor will be assigned until the exhibitor checks in at the customer service area. If choosing Option 2, please indicate the name of the individual who will be supervising along with their contact number.

Contact's Name:	
Contact's Phone Number(s):	

LABOR RATES: 1 hour per worker minimum charge, thereafter 1 hour increments		ADVANCE RATE	ON-SITE PRICE
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm	$72.00	$90.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	$108.00	$130.00

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
Install							$
Dismantle							$

Please Indicate Supervision Option 1 _____ Supervised by C-1 *next page to be completed Option 2 _____ Supervised by Exhibitor	1. TOTAL LABOR ORDERED	$
	2. 35% ($50.00 MINIMUM/I&D) C-1 SUPERVISION	$
	3. TOTAL ESTIMATED LABOR	$

CANCELLATION POLICY:

- Labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call.
- A charge of one man one hour minimum will be applied to your invoice if one or all of the following occurs: The exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk, doesn't install or dismantle their booth display on their own, and/or hasn't provided the proper labor cancellation notice to C-1 Trade Show Services.
- There will be absolutely NO CREDITS given for labor orders after the close of the show.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

LABOR INSTRUCTIONS

Please complete the following information if you have chosen Option 1 on the preceding page. Thus, your display is to be set-up and/or dismantled by C-1 Trade Show Services and you will not be present to supervise the installation and/or dismantle. Exhibitors using a carrier other than the official show carrier must make arrangements for their freight to be picked up on Saturday, October 24th by 7:00 PM.

INBOUND SHIPPING INFORMATION			
CARRIER _____		CARRIER PHONE # _____	
FREIGHT WILL BE SHIPPED FROM: (CITY) _____			TOTAL # OF PIECES: _____
FREIGHT WILL BE SHIPPED TO:	Warehouse		Show Site
EMERGENCY CONTACT NAME _____		CELL PHONE _____	

SET-UP INFORMATION			
SET-UP PLANS/PHOTO:	Attached	Sent with Exhibit	In Crate #____
CARPET:	Sent with Exhibit	Shipped Separately	Ordered from C-1
ELECTRICAL PLACEMENT:	Drawing Attached	Sent with Exhibit	Placed under Carpet
• COMMENTS:			
GRAPHICS:	Sent with Exhibit	Shipped Separately	
• COMMENTS:			
SPECIAL TOOLS OR HARDWARE REQUIRED:			

OUTBOUND SHIPPING INFORMATION	
SHIP TO:	
BILL TO:	

METHOD OF SHIPPING
☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER (UPS FREIGHT) CARRIER NAME_____
☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED/GROUND
☐ PREPAID ☐ COLLECT

EXHIBITING COMPANY NAME	BOOTH #	
PRINT NAME	EMAIL	
AUTHORIZED SIGNATURE	PHONE	DATE

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

FORKLIFT

Rates are based upon a 5,000 lb. forklift with operator.

FORKLIFT LABOR RATES PER CREW: FORKLIFT WITH OPERATOR		DISCOUNT PRICE	ON-SITE PRICE
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm	$205.00	$255.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	$315.00	$370.00

- 10,000 lb. forklift w/operator rentals are available upon request.
- Must be ordered for sign, header, or booth construction exceeding 8' in height.
- All signs must be marked appropriately and either shipped to the C-1 Trade Show Services' advanced warehouse or directly to the facility
- If assembly is required, set-up instructions must be sent and C-1 Trade Show Services will be responsible for pre-assembly of all signs.
- C-1 Trade Show Services is not responsible, liable for, and will not hang any signage constructed in a manner it deems unsafe. The exhibitor holds C-1 Trade Show Services harmless and waives all claims against C-1 Trade Show Services and the exposition facility concerning overhead signage.

Forklift rental is not to be utilized to unload or load exhibitor freight.
Refer to *Freight Handling Instructions and Terms* as well as the *Freight Handling Estimation Order Form* within this manual for pricing and instructions for these services.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF CREWS	HOURS PER CREW	LABOR RATE	TOTAL
						$
						$
						$

Please Indicate Service:			
_____ Uncrating	_____ Dismantling	1. TOTAL LABOR ORDERED	$
_____ Leveling	_____ Positioning	2. 35% ($50.00 MINIMUM/I&D) C-1 SUPERVISION	$
_____ Re-crating	_____ Re-skidding	*3. TOTAL ESTIMATED FORKLIFT*	$

LABOR TERMS & CONDITIONS:

- Forklift times cannot be guaranteed. We will make every effort to meet your specified request when possible.
- Forklift labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call.
- A charge of one man one hour minimum will be applied to your invoice if the exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk and/or hasn't provided the proper forklift labor cancellation notice to C-1 Trade Show Services.
- There will be absolutely NO CREDITS given for forklift labor orders after the close of the show.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

EXHIBITING COMPANY NAME	BOOTH #	
PRINT NAME	EMAIL	
AUTHORIZED SIGNATURE	PHONE	DATE

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

DISCOUNT DEADLINE:
FRIDAY, OCTOBER 2, 2015

RIGGING/BANNER HANGING

Rates are based upon a boom lift with operator & assistant.

- All hanging signs must conform to Show Management and the facility's rules and regulations.
- All signs must have approved rigging points with the exception of cloth banners.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code.
- Please ensure that you also submit the appropriate electrical order form found in the supplemental forms section of this exhibitor manual.
- A detailed diagram must accompany this form with set up instructions
- Cancellation policy – 24-hour notice required to avoid a one-hour fee per crew and equipment
- Materials will be priced as needed.
- There will be a one-hour minimum charge for the removal of all hanging signs.

If you have any additional questions or would like to hang a sign, please contact Jennifer at C-1 directly at (941) 371-4523.

SIGN DESCRIPTION, SIZE AND WEIGHT					
For signs other than banners, include blueprint containing detailed information so hanging anchor points can be determined.					
TYPE:	Wood/Metal	Cloth	Plastic	Truss	Other _____
SHAPE:	Rectangle	Triangle	Square	Round	Other _____
TRUSS:	12" Box		20" Box		
SIZE:	Height _____	Length _____	Width _____		
WEIGHT:	_____				
FEET FROM TOP OF SIGN TO FLOOR:	_____				
DOES YOUR SIGN REQUIRE ELECTRICITY:				YES	NO
DOES YOUR SIGN HAVE LIGHTS:				YES	NO
DOES YOUR SIGN REQUIRE ASSEMBLY: *if assembly required, set-up plans must be provided				YES	NO

LABOR AND EQUIPMENT RATES	
STRAIGHT TIME:	Monday through Friday 8:00 am to 4:30 pm
OVERTIME:	Monday through Friday 4:31 pm to 7:59 am, all day Saturday, Sunday and holidays
CREW SIZE:	Minimum of two workers
MATERIALS:	Cable, clamp, etc. are additional and are charged accordingly

EQUIPMENT WITH CREW: Rates are per lift crew/per hour, one hour minimum per lift crew

	STRAIGHT TIME	OVERTIME
SIGN HANGING ONLY	Call for a Quote	Call for a Quote
TRUSS AND EQUIPMENT HANG	Call for a Quote	Call for a Quote
ADDITIONAL ASSEMBLY LABOR	Call for a Quote	Call for a Quote

SCHEDULE DATE(S)	SCHEDULE START TIME	TOTAL # OF HOURS		LABOR RATE	TOTAL
			x		
			x		

Please Indicate Supervision:		
Option 1 _____ Supervised by C-1 *banner must be sent to advanced warehouse Option 2 _____ Supervised by Exhibitor	1. TOTAL LABOR ORDERED	
	2. 30% C-1 SUPERVISION FEE	
	3. TOTAL ESTIMATED RIGGING BANNER LABOR	

CANCELLATION POLICY:

- Rigging labor cannot be cancelled on the day of the labor call. All labor call cancellations need to be submitted to C-1 Trade Show Services no less than 24 hours before the scheduled labor call. There will be absolutely NO CREDITS given for labor orders after the close of the show.
- A charge of two men one hour minimum will be applied to your invoice if the exhibiting company's representative on-site doesn't check-in to the C-1 Service Desk and/or hasn't provided the proper labor cancellation notice to C-1 Trade Show Services.

PLEASE NOTE: The *Payment Authorization Form* must accompany this order.

EXHIBITING COMPANY NAME _____ BOOTH # _____

PRINT NAME _____ EMAIL _____

AUTHORIZED SIGNATURE _____ PHONE _____ DATE _____

EVENT DATES:
OCTOBER 23-24, 2015

FREIGHT HANDLING INSTRUCTION & TERMS

What Is Freight Handling?

Freight handling includes receiving/unloading your exhibit materials from your carrier's vehicle, storing your shipment for up to 30 days at the advance warehouse, delivering to your booth, storing of empty containers, returning them at the close of the show, bringing your shipping items to the dock area, and loading them into your outbound carrier's truck. Please note that this fee does not include the cost of shipping. That charge will be billed to you directly via your chosen carrier. The rates within the Freight Handling Estimation Order Form do not include any un-crating, un-skidding, erection, dismantling, crating, or skidding in booth. Please see the *Installation and Dismantle Labor Order Form* for more information. Additionally, equipment may also be rented from C-1 Trade Show Services. Please see the applicable order forms within this exhibitor manual.

Crated/Uncrated Shipments

- Crated Shipments—are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. Crated containers include crates and properly packed skids. Uncrated shipments are shipped loose or pad-wrapped, and/or unskidded.

Special Handling Shipments

- Mixed Shipments—Mixed shipments include a mix of both crated and uncrated materials.
- Ground Loading/Unloading—Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.
- Stacked Shipments—Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- Piece Loading/Unloading—Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- No Documentation—Shipments that arrive from a small package carrier, such as FedEx and UPS (delivered without a Bill of Lading), which requires additional time and labor to process.
- Excess of Small Shipments—More than 11 small pieces in a shipment via small package carriers, such as FedEx and UPS, and that must be palletized prior to delivery.

Importation Freight Terms & Conditions

- Payment—All shipments, regardless of the method of transportation, must be prepaid. All invoices must be settled at our service desk prior to the closing of the show. No credits will be issued after the closing of the show. Collect shipment will not be accepted.
- Insurance—All shipments should be insured by the exhibitor from the time they leave until the time it is returned from the show.
- Required Paperwork—All shipments must have a Bill of Lading or delivery slip showing: number of pieces, weight, and type of merchandise. Please fax a copy of this to C-1 Trade Show Services at (412) 774-0309. Drivers will be required to submit paperwork to our on-site representative. Shipments received without receipts or freight bills, such as FedEx and UPS, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed on such shipments and C-1 Trade Show Services reserves the right to estimate the weight and charges on the shipment and will not be subject to adjustment. Please send a copy to the person in charge of installing your display for assistance in tracing shipments.
- Shipments left in booth—C-1 Trade Show Services is not responsible for shipments left in your booth by Exhibitor. We will count and ship pieces as we find the shipment when we remove it from the exhibit hall.
- Outgoing Shipments—To assist in setting up your outbound shipments, we will have a customer service desk located in the exhibit hall where labels, bills of lading, and shipping information is available. All drivers for outbound shipments must be checked into our service desk by 7:00 PM on Saturday, October 24. In the event that the outbound carrier is not checked in by 7:00 PM, C-1 Trade Show Services reserves the right to release the outbound shipment to the Official Show Carrier, UPS Freight. Exhibitors will assume any charges as a result of such rerouting or handling.
- Van Shipments—Drivers are required to submit a certified weight receipt when recording their shipment at the C-1 Trade Show Services Customer Service Desk. We have the right to refuse unloading of such shipments until a certified weight receipt is submitted.
- Special Handling—ALL shipments but not limited to UPS Ground, FedEx Ground, Airborne, DHL, ALL Air Carriers, and ALL Van Lines, double stacking, unstacking, side-door unloading, and loading, ground unloading and loading, designated piece handling, or designated carrier.
- Advanced Warehouse Shipments—Shipments delivered to the advanced warehouse must be received on or before Friday, October 16 to avoid a 25% surcharge. No advance warehouse shipments will be received after Monday, October 19.
- Show Site Shipments—Shipments delivered directly to show site will only be accepted on Thursday, October 22 between the hours of 9:00 AM-4:00 PM, unless other arrangements have been made with Mike at (724) 260-5576. Additional charges incurred from the facility or Off Target fees for not following these instructions are the responsibility of the exhibitor.

EVENT DATES:
OCTOBER 23-24, 2015

FREIGHT HANDLING—MONEY SAVING TIPS

Small Package Shipping Without Documentation

- Express shipments such as FedEx, UPS, and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved for processing.
- Consolidate small packages to save money. Packages received separately will be billed per receiving delivery.

If you send 4 Separate Shipments to the Advance Warehouse:	If you send 1 Consolidated Shipment:
1st Shipment @ 41 lbs. = $188.00 (200 lb. minimum) 2nd Shipment @ 44 lbs.= $188.00 (200 lb. minimum) 3rd Shipment @ 52 lbs.= $188.00 (200 lb. minimum) 4th Shipment @ 60 lbs.= $188.00 (200 lb. minimum) A total of 197 lbs. and your charge will be $752.00	1 shipment (4 pieces) @ 197 lbs. (200 lb. minimum) A total of 197 lbs. and your charge will be $188.00 TOTAL SAVINGS = $564.00

Sliding Scale Discount

C-1 is providing a sliding scale discount for material handling as follows before any special handling and/or overtime charges for freight delivered to the show site as follows:

0 to 2,500 lbs.—$90.00 per 100 lbs.
2,501 lbs. to 5,000 lbs.—$81.00 per 100 lbs. (10% Discount)
5,001 lbs. to 7,500 lbs.—$72.00 per 100 lbs. (20% Discount)
7,501 lbs. & Above—$63.00 per 100 lbs. (30% Discount)

Benefits of Preferred On-Site Carriers

- UPS Freight is our preferred carrier on-site at the close of the show. They provide all the necessary paperwork and schedule the post-show pickup to ensure a smooth move out.
- Benefits: Exhibitors will not have to worry about carrier "wait" times and the charges those incur.
  Exhibitors will not have to wait for their carrier to check-in to the service desk.
  Representatives will be on-site to answer all questions regarding shipment, delivery, and charges.
  Overtime charges can be avoided for your carriers.

Ship Early

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse is accepting shipments at least 30 days prior to move in.

Save on Freight Handling Fees

Special Services – Return to Warehouse: All shipments post-show will be picked up at the show site unless exhibiting company has made arrangements with C-1 Trade Show Services prior to the start of the move-in for the exhibitor's chosen carrier to pick up their materials at the advance warehouse at a later date.	MINIMUM CHARGE - $200.00	$40.00/DAY & $40.00/CWT

EVENT DATES:
OCTOBER 23-24, 2015

LIMITS OF LIABILITY—FREIGHT HANDLING SERVICE

1. C-1 Trade Show Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by C-1 Trade Show Services or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment (s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up. Therefore, it is agreed that C-1 Trade Show Services and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are C-1 Trade Show Services and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all Bills of Lading covering outgoing shipment(s) submitted to C-1 Trade Show Services or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. C-1 Trade Show Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless advance notice has been given to C-1 Trade Show Services in time to obtain the proper equipment.

4. C-1 Trade Show Services and its subcontractors shall not be responsible for loss, delay, or damage due to strikes, lockouts, or work stoppages of any kind.

5. C-1 Trade Show Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond their control.

6. It is understood that C-1 Trade Show Services and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by C-1 Trade Show Services hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitors property. It is further understood and agreed that C-1 Trade Show Services and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if C-1 Trade Show Services or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $5.00 per pound per article that C-1 acknowledges receipt in writing. C-1 shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales result from, or related to, a claim for loss of or damage of material. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by C-1 Trade Show Services, and its subcontractors or their employees.

7. C-1 Trade Show Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits/revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

8. Claims for loss or damage must be submitted to C-1 Trade Show Services by the close of the show. No suit or action shall be brought against C-1 Trade Show Services or its subcontractors more than one year after the cause of action.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage ,and reloading of its materials, that C-1 Trade Show Services and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of C-1 Trade Show Services or its subcontractors shall sign a delivery receipt, bill of lading, or other document, we agree that C-1 Trade Show Services or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY and C-1 Trade Show Services and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

11. In order to expedite removal of materials from the show site, C-1 Trade Show Services shall have the authority to change designated carriers if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. C-1 Trade Show Services assumes no liability as a result of such re-routing or handling.

12. The Exhibitor agrees, in the event of a dispute with C-1 Trade Show Services or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to C-1 Trade Show Services for material handling services or any other services provided by C-1 Trade Show Services or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay C-1 Trade Show Services prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against C-1 Trade Show Services or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

NOTE: The consignment or delivery of a shipment to C-1 Trade Show Services or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 12 above.

EVENT DATES:
OCTOBER 23-24, 2015

FREIGHT HANDLING FAQS

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by C-1 to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier .

CAN I CARRY MY OWN MATERIALS IN?

- Exhibitors are permitted to bring in material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.
- When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 26-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight, and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number, and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing polices. C-1 Trade Show Service is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the C-1 Service Area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to booth once aisle carpet has been removed/visqueen has been placed in aisles (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the C-1 Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the C-1 Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, C-1 reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged $40.00 per day and $40.00 per 100 lbs., with a $200.00 minimum.

WAREHOUSE DEADLINE:
FRIDAY, OCTOBER 16, 2015

FREIGHT HANDLING ESTIMATION FORM

INBOUND SHIPPING INFORMATION	CARRIER _____	
FREIGHT WILL BE SHIPPED FROM: (CITY) _____		TOTAL # OF PIECES: _____
FREIGHT WILL BE SHIPPED TO:	Warehouse	Show Site
ESTIMATED DATE OF ARRIVAL:	_____/_____/ 2015	

☐ ADVANCE TO WAREHOUSE

	PRICE PER CWT (INCLUDES OT MOVEOUT)	200 LB. MINIMUM
CRATED OR SKIDDED	$117.50	$235.00
SPECIAL HANDLING	$146.88	$293.75

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. **If your items will arrive after, please notify us of the tracking numbers and piece count to** ensure they will be delivered in time to be loaded. Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show, and overtime move out. The base rate for the advance to warehouse freight handling is $94.00/CWT and the rates listed above already include the 25% surcharge for the overtime move out.

☐ DIRECT TO SHOW SITE

	PRICE PER CWT (INCLUDES OT MOVEOUT)	200 LB. MINIMUM
CRATED OR SKIDDED	$112.50	$225.00
SPECIAL HANDLING	$140.63	$281.25

Shipments must arrive within Exhibitor Move-In times to avoid additional charges (but are not limited to) as facility storage fees or overtime costs (4 hour minimum off-target labor call). Please do not send shipments to arrive at the facility prior to the move-in, unless arrangements are made with Mike (724) 260-5576 in advance. Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show, and overtime move-out. The base rate for the advance to warehouse freight handling is $90.00/CWT and the rates listed above already include the 25% surcharge for the overtime move out.

☐ SMALL PACKAGE RATE — MAXIMUM WEIGHT OF ONE PACKAGE IS UNDER 25 LBS.

PER PACKAGE $60.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

- ☐ EARLY/LATE TO WAREHOUSE: ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ OFF TARGET (OUTSIDE MOVE-IN TIMES): ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT
- ☐ OVERTIME (SEE HOURS ON PAGE 5): ..... 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

DESCRIPTION	WEIGHT CWT (ROUNDED UP TO NEAREST 100)	PRICE PER CWT	ESTIMATED TOTAL 200 LB. MINIMUM
Example: 2 Crates	500 lbs. ÷ 100 = 5	$112.50	$562.50
	÷ 100 =	$	$
	÷ 100 =	$	$
THESE RATES ARE BASED ON PER SHIPMENT RECEIVED		SUBTOTAL	
ADDITIONAL SURCHARGES	$_____ * ____ % OF SUBTOTAL =		
C-1 RQUIRES THAT THE *PAYMENT AUTHORIZATION FORM* IS SUBMITTED BEFORE FREIGHT CAN BE DELIVERED TO BOOTH		TOTAL DUE =	

EXHIBITING COMPANY NAME	BOOTH #
PRINT NAME	EMAIL
AUTHORIZED SIGNATURE	PHONE DATE

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

EVENT DATES:
OCTOBER 23-24, 2015

OUTBOUND SHIPPING/BOL

SHIPPING INFORMATION AND LABELS

If you are using our C-1 freight handling service and/or dismantle labor, please complete and fax this form to the number at the bottom of the document. This does not substitute the Bill of Lading but will give the exhibitor all the information they will need to complete their own Bill(s) of Lading onsite.

OUTBOUND SHIPPING INFORMATION	
SHIP TO:	
BILL TO:	

METHOD OF SHIPPING
☐ COMMON CARRIER ☐ VAN LINE ☐ AIR FREIGHT ☐ SHOW CARRIER/UPS FREIGHT
CARRIER NAME _____ CARRIER PHONE # _____
☐ NEXT DAY ☐ 2ND DAY ☐ DEFERRED
☐ PREPAID ☐ COLLECT

ESTIMATED # OF OUTBOUND PIECES
please list types of pieces _____

ESTIMATED TOTAL WEIGHT _____ LABELS TO BE MADE _____

C-1 will make arrangements for all shipments via our show carrier. Arrangements must be made for all other carriers. Shipments without paperwork (above must be signed on site) will be re-routed onto our show carrier via your expense. Verify piece count, weight and address PRIOR to pick up.

EXHIBITING COMPANY NAME	BOOTH #	
PRINT NAME	EMAIL	
AUTHORIZED SIGNATURE	PHONE	DATE

C-1 Trade Show Services / 182 Delaware Trail, Venetia, PA 15367 / Phone: (724) 260-5576
miked@c1tradeshowservices.com / PLEASE FAX ORDERS TO: (412) 774-0309

EXHIBITOR FREIGHT

ADVANCE WAREHOUSE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
c/o UPS Freight
3235 Nebraska Ave.
Toledo, OH 43607

Exhibitor _____

Booth # _____

Pieces _____of _____

Must Arrive Between Monday, September 14—
Friday, October 16, 2015 to avoid surcharge.

EXHIBITOR FREIGHT

ADVANCE WAREHOUSE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
c/o UPS Freight
3235 Nebraska Ave.
Toledo, OH 43607

Exhibitor _____

Booth # _____

Pieces _____of _____

Must Arrive Between Monday, September 14—
Friday, October 16, 2015 to avoid surcharge.

EXHIBITOR FREIGHT

ADVANCE WAREHOUSE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
c/o UPS Freight
3235 Nebraska Ave.
Toledo, OH 43607

Exhibitor _____

Booth # _____

Pieces _____of _____

Must Arrive Between Monday, September 14—
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ADVANCE WAREHOUSE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
c/o UPS Freight
3235 Nebraska Ave.
Toledo, OH 43607

Exhibitor _____

Booth # _____

Pieces _____of _____

Must Arrive Between Monday, September 14—
Friday, October 16, 2015 to avoid surcharge.

EXHIBITOR FREIGHT

DIRECT TO SHOW SITE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
SeaGate Convention Centre
Exhibit Hall C
401 Jefferson Ave.
Toledo, OH 43604

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, October 22 b/w 9:00 AM—4:00 PM to avoid surcharge or possible shipment refusal.

EXHIBITOR FREIGHT

DIRECT TO SHOW SITE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
SeaGate Convention Centre
Exhibit Hall C
401 Jefferson Ave.
Toledo, OH 43604

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, October 22 b/w 9:00 AM—4:00 PM to avoid surcharge or possible shipment refusal.

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DIRECT TO SHOW SITE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
SeaGate Convention Centre
Exhibit Hall C
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DIRECT TO SHOW SITE
2015 APA GREAT LAKES EXPO

C-1 Trade Show Services
SeaGate Convention Centre
Exhibit Hall C
401 Jefferson Ave.
Toledo, OH 43604

Exhibitor _____

Booth # _____

Pieces _____of _____

Must arrive on Thursday, October 22 b/w 9:00 AM—4:00 PM to avoid surcharge or possible shipment refusal.

Simplify Your Shipping Solutions

with UPS Trade Show Services

UPS Trade Show Services

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.
- On-time performance backed guarantee, ensures that your shipment will arrive at the trade show event or it's free*.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services include ground or air service, as well as guaranteed* and time-definite expedited services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Full range of services

Expedited

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother tradeshow shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number, show name, contractor name, and phone number on bill of lading and on freight and package labels.

Range of services from the carrier you know and trust

Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

Package services:

- Ground
- Air
- International

Online resources:

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

For more information please contact:
Tradeshow Services at 800.988.9889 or via e-mail at upsfreighttradeshow@ups.com

** Based on standard LTL service. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Customized rate shipments are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See UPS Freight's rules tariff for more information.*

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Get Inspired.

2015 TRADE SHOW FURNISHINGS KIT CATALOG

C-1 TRADE SHOW SERVICES

"WHERE THE CLIENT COMES FIRST"

PLEASE MAIL OR FAX ORDERS TO:
C-1 Trade Show Services
182 Delaware Trail
Venetia, PA 15367
Telephone: (941) 371-4523 Fax (412) 774-0309
Email: jenr@c1tradeshowservices.com

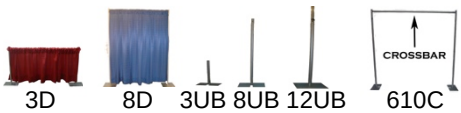
Standard Chair Price List

PFC PC PSC UAC

SD DC PGBS PCBS PCS

Chairs	Code	Qty		Discount	Standard	Total
Plastic Folding Side Chair	PFC		X	$23.00	$32.00	
Plastic Side Chair	PC		X	$40.00	$52.00	
Black Padded Side Chair	PSC		X	$60.00	$72.00	
Upholstered Arm Chair	UAC		X	$98.00	$128.00	
Leather Swivel Desk Chair	SD		X	$110.00	$144.00	
Director Chair	DC		X	$86.00	$115.00	
Padded Gray Bar Stool with Back	PGBS		X	$110.00	$144.00	
Padded Chrome Bar Stool with Back	PCBS		X	$168.00	$213.00	
Padded Chrome Bar Stool w/out	PCS		X	$110.00	$144.00	

Drape Equipment & Accessories Price L



3D 8D 3UB 8UB 12UB 610C

Drape color options:

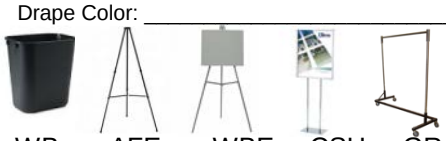
Royal Blue Hunter Green Red Plum

Navy Teal Silver Burgundy old

Charcoal Black Purple Beige

White

Drape Color: _____



WB AFE WBE CSH GR

BH CT CLR RD RF

FB CR & RVR SC BC

Drape Equipment & Accessories	Code	Qty		Discount	Standard	Total
This is booth drape & equipment other than what is provided in your booth package.						
3' High Drape Per Linear Foot (6' Min.)	3D		X	$10.50	$14.00	
8' High Drape Per Linear Foot (6' Min.)	8D		X	$14.00	$18.00	
3' Upright and Base	3UB		X	$20.00	$26.00	
8' Upright and Base	8UB		X	$25.00	$33.00	
12' Upright and Base	12UB		X	$49.00	$64.00	
6' to 10' Crossbar	610C		X	$20.00	$26.00	
Wastebasket	WB		X	$18.00	$23.00	
Aluminum Floor Easel	AFE		X	$37.00	$48.00	
2' x 3' White Board on Easel	WBE		X	$72.00	$94.00	
Chrome Sign Holder (22" x 28")	CSH		X	$79.00	$103.00	
Garment Rack (Holds 25 Coats)	GR		X	$110.00	$143.00	
Chrome Bag Holder	BH		X	$64.00	$83.00	
Coat Tree	CT		X	$52.00	$68.00	
Collapsible Literature Rack	CLR		X	$104.00	$135.00	
Raffle Drum (19.5" L x 15" W)	RD		X	$60.00	$78.00	
Refrigerator (4 cubic feet)	RF		X	$165.00	$215.00	
Fish Bowl	FB		X	$40.00	$52.00	
Chrome Stanchion	CR		X	$43.00	$56.00	
6' Red Velour Rope	RVR		X	$35.00	$46.00	
Locking Kiosk (36" W x 18" D x 30" H)	SC		X	$273.00	$355.00	
Locking Cabinet (33.5" W x 37" H x 17.5" D)	BC		X	$241.00	$313.00	

Company Name Email Address Booth Number

Authorized Signature Authorized By – Please Print Date

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182 Delaware Trail
Venetia, PA 15367
Telephone: (941) 371-4523 Fax (412) 774-0309
Email: jenr@c1tradeshowservices.com

Specialty Furniture: *Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.*

Sofas, Loveseats & Chairs

Sofas, Loveseats & Chairs	Code	Qty		Discount	Standard	Total
Black & Chrome Leather Sofa	BLS		X	$575.00	$750.00	
White & Chrome Leather Sofa	WLS		X	$575.00	$750.00	
Black Leather Sofa	BLS2		X	$575.00	$750.00	
White Leather Sofa	WLS2		X	$575.00	$750.00	
Black Armless Leather Sofa	BLS3		X	$575.00	$750.00	
White Armless Leather Sofa	WLS3		X	$575.00	$750.00	
Black Fabric Sofa	BFS		X	$395.00	$515.00	
Black & Chrome Leather Loveseat	BLL		X	$475.00	$625.00	
White & Chrome Leather Loveseat	WLL		X	$475.00	$625.00	
Black Leather Loveseat	BLL2		X	$475.00	$625.00	
White Leather Loveseat	WLL2		X	$475.00	$625.00	
Black & Chrome Leather Chair	BLC		X	$375.00	$490.00	
White & Chrome Leather Chair	WLC		X	$375.00	$490.00	
Black Leather Chair	BLC2		X	$375.00	$490.00	
White Leather Chair	WLC2		X	$375.00	$490.00	
Black Armless Leather Chair	BLAC		X	$350.00	$455.00	
White Armless Leather Chair	WLAC		X	$350.00	$455.00	
Black Leather Tub Chair	BLTC		X	$300.00	$400.00	
White Leather Tub Chair	WLTC		X	$300.00	$400.00	
Cream Leather Chair	CLC		X	$325.00	$425.00	
Black Leather Tub Chair w/ wooden legs	BLTC2		X	$250.00	$325.00	
Navy Fabric Tub Chair	NFTC		X	$175.00	$230.00	

Company Name | Email Address | Booth Number

Authorized Signature | Authorized By – Please Print | Date

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Telephone: (941) 371-4523 Fax (412) 774-0309
Email: jenr@c1tradeshowservices.com

Show Name
Show Month Date, Year
Discount Deadline Date: MM/DD/YYYY

Specialty Furniture: *Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.*

Ottomans, Coffee & End Tables

BLO

WLO

BLO2

WLO2

BLO3

BFO

BCTS

WCTS

BGCT

ECT

WCT

BCT

BFET

WFET

BGET

WET

BET

Ottomans, Coffee & End Tables	Code	Qty		Discount	Standard	Total
Black Leather Ottoman	BLO		X	$165.00	$215.00	
White Leather Ottoman	WLO		X	$165.00	$215.00	
Black Leather Ottoman	BLO2		X	$165.00	$215.00	
White Leather Ottoman	WLO2		X	$165.00	$215.00	
Black Leather Square Ottoman	BLO3		X	$100.00	$135.00	
Black Fabric Ottoman	BFO		X	$75.00	$100.00	
Black Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	BCTS		X	$225.00	$300.00	
White Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	WCTS		X	$225.00	$300.00	
Black Coffee Table with Clear Glass Top	BGCT		X	$125.00	$300.00	
Espresso Coffee Table	ECT		X	$95.00	$125.00	
White Coffee Table	WCT		X	$95.00	$125.00	
Black Coffee Table	BCT		X	$95.00	$125.00	
Stainless Steel Black Frosted End Table	BFET		X	$145.00	$190.00	
Stainless Steel White Frosted End Table	WFET		X	$145.00	$190.00	
Black End Table with Clear Glass Top	BGET		X	$95.00	$125.00	
White End Table	WET		X	$70.00	$95.00	
Black End Table	BET		X	$70.00	$95.00	

Company Name Email Address Booth Number

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Bar Stools and Round Tables

BLB

WLB

BLB2

WLB2

BLB3

WLB3

BLB4

WLB4

BLB5

WLB5

BLB6

WLB6

RFCT

SCT

GBT

RFBT

MCBT

BBT

BCBT

Bars Stools and Round Tables	Code	Qty		Discount	Standard	Total
Adjustable Black Leather Barstool	BLB		X	$145.00	$190.00	
Adjustable White Leather Barstool	WLB		X	$145.00	$190.00	
Adjustable Black Leather Barstool	BLB2		X	$145.00	$190.00	
Adjustable White Leather Barstool	WLB2		X	$145.00	$190.00	
Black Leather Barstool	BLB3		X	$155.00	$205.00	
White Leather Barstool	WLB3		X	$155.00	$205.00	
Black Leather Barstool	BLB4		X	$195.00	$255.00	
White Leather Barstool	WLB4		X	$195.00	$255.00	
Adjustable Black Leather Barstool	BLB5		X	$165.00	$215.00	
Adjustable White Leather Barstool	WLB5		X	$165.00	$215.00	
Adjustable Black Leather Barstool	BLB6		X	$165.00	$215.00	
Adjustable White Leather Barstool	WLB6		X	$165.00	$215.00	
Round Formica Café Table – 30” High	RFCT		X	$155.00	$205.00	
Square Café Table – 30” High	SCT		X	$225.00	$300.00	
Glass Bar Table w/ Chrome Structure	GBT		X	$195.00	$255.00	
Round Formica Bar Table	RFBT		X	$185.00	$245.00	
Mable and Chrome Bar Table	MCBT		X	$165.00	$215.00	
Black Bar Table	BBT		X	$165.00	$215.00	
Black and Chrome Bar Table	BCBT		X	$165.00	$215.00	

Company Name Email Address Booth Number

Authorized Signature Authorized By – Please Print Date

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Specialty Furniture: *Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.*

Conference Chairs & Accessories

HBC

HBC2

BSC

ABDS

STC

EC

EAC

WBC

GBC

CFM

WFL

BFL

WTL

6ST

4SP

23FP

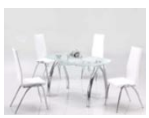
Conference Chairs & Accessories	Code	Qty		Discount	Standard	Total
High Back Black Conference Chair	HBC		X	$165.00	$215.00	
High Back Black Conference Chair	HBC2		X	$175.00	$230.00	
Mid Back Black Sled Chair	BSC		X	$155.00	$205.00	
Black Armless Drafting Stool	ABDS		X	$160.00	$210.00	
Black Steno Chair	STC		X	$75.00	$100.00	
Ergo Armless Side Chair	EC		X	$86.00	$115.00	
Ergo Arm Side Chair	EAC		X	$110.00	$144.00	
Walnut Book Case with 5 shelves	WBC		X	$425.00	$555.00	
Grey Book Case	GBC		X	$310.00	$405.00	
Cherry Wood Floor Mirror	CFM		X	$75.00	$100.00	
White and Chrome Floor Lamp	WFL		X	$135.00	$180.00	
Black Metal Floor Lamp	BFL		X	$135.00	$180.00	
White and Chrome Table Lamp	WTL		X	$95.00	$125.00	
6’ Silk Tree	6ST		X	$59.00	$77.00	
4’ Silk Tree	4SP		X	$55.00	$72.00	
2-3’ Silk Floor Plant	23FP		X	$40.00	$52.00	

Conference Environments

GT4BC

GT4WC

GT4BC2


GT4WC2

GT6BC

GT6WC

Conference Environments	Code	Qty		Discount	Standard	Total
Glass Table & 4 Black Chairs	GT4BC		X	$995.00	$1295.00	
Glass Table & 4 White Chairs	GT4WC		X	$995.00	$1295.00	
Glass Table & 4 Black Chairs	GT4BC2		X	$995.00	$1295.00	
Glass Table & 4 White Chairs	GT4WC2		X	$995.00	$1295.00	
Adjustable Glass Table & 6 Black Chairs	GT6BC		X	$1295.00	$1685.00	
Adjustable Glass Table & 6 White Chairs	GT6WC		X	$1295.00	$1685.00	

Company Name Email Address Booth Number

Authorized Signature Authorized By – Please Print Date

Audio Visual Equipment Rental List

LCD Projectors:
1. 2000 Lumens XGA……$75.00 _____
2. 2700 Lumens XGA……$125.00 _____
3. 3000 Lumens XGA……$125.00 _____
4. 4000 Lumens XGA……$225.00 _____

Projection Screens:
6 Ft. Tripod screen……$15.00 _____
7 Ft. Tripod screen……$20.00 _____
6 Ft. Insta-Theater pull up screen……..$35.00 _____

Audio Equipment:
PA sound System 150watts with 2 speakers& stands……$100.00 _____
Amplified speaker 145watts……..$45.00 _____
Computer speaker 50watts……$25.00 _____
Speaker Stand……$10.00 _____
Single disc CD player……$25.00 _____

Audio Mixer:
4-6 channel……$35.00 _____
6-8 channel……$45.00 _____
8-12 channel……$55.00 _____

Microphones:
Wired Handheld……..$15.00 _____
Wireless Handheld or Lapel UHF Industrial series……$50.00 _____
Microphone stand Floor/Boom/Table top……$10.00 _____

Video Equipment:
32” Flat Panel TV/PC Monitor……$75.00 _____
40” Flat Panel TV/PC Monitor……..$125.00 _____
50” Flat panel TV/PC monitor w/stand……$200.00 _____
Skirted AV cart……$20.00 _____

Audio Visual Equipment Rental List

Presentation Equipment:

Presentation Podium w/17" Front LED panel……..$125.00 _____
Teleconferencing Phone Wireless Unit (analog)……..$100.00 _____
Teleconferencing Phone Wired (analog)……$75.00 _____
Flip Chart (Stand only)……$15.00 _____
Flip Chart Set (Stand,Paper & Markers)……$25.00 _____
Flip Chart Paper Pads refills (Plain or Grid)……..$10.00 _____
Flip Chart (Post - It) paper pads……$45.00 _____
Flip Chart (Post - It) Set Stand,Post-It Pad, & Markers)……$55.00 _____
Poster Easel……$7.00 _____
Laser Pointer……$10.00 _____
PC Presentation Remote (PC remote forPower point Slides)……$15.00 _____

For any Audio Visual equipment not listed on this form please contact :

AVTECH Productions LLC
Phone number 419-250-7215 and speak with Tom Smith.

SeaGate Convention Centre

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phone: 419-255-3300 fax: 419-255-7731
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FOR OFFICE USE ONLY	
RECEIVED BY	DATE & TIME
AUTHORIZATION NUMBER	CONTRACT NUMBER

120 VOLT ELECTRICAL CONNECTIONS*

QTY	AMOUNT	PHASE single	PHASE three	neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
	500 watt	N/A	N/A	N/A	$60.00	$80.00
	1000 watt	N/A	N/A	N/A	$65.00	$85.00
	2000 watt	N/A	N/A	N/A	$75.00	$95.00
	3000 watt	N/A	N/A	N/A	$85.00	$105.00
	Additional Extension Cords				$15.00	$20.00
	Outlet Splitter (4 additional outlets)				$10.00	$15.00

*All Electrical Connections Come with 1 Extension Cord that has 1 Outlet

OTHER UTILITIES

QTY	SERVICE	STANDARD
	Water/Drain (constant flow: 5/8" hose supply)	$130.00 ea.
	Water/Drain (1 time fill/drain: 5/8" hose supply)	$70.00 ea.
	Compressed Air @ _____ psi, @ _____cfm	$110.00 ea.
	Natural Gas (plumbing charges not included)	$130.00 ea.

**** Please call for location and availability on all services offered above.**

208 VOLT ELECTRICAL CONNECTIONS**

QTY	AMOUNT	PHASE single	PHASE three	neutral required	ADVANCE > 7 days out	STANDARD < 7 days out
	20 amp				$100.00	$130.00
	30 amp				$110.00	$140.00
	40 amp				$120.00	$155.00
	50 amp				$130.00	$165.00
	60 amp				$175.00	$200.00

** 100, 200 & 400 amp services available. Please call for information & pricing.

**208/480 hardwire connections are included provided unit has cord attached

** Additional electrical service needs require a labor rate of **$45.00 per hour.**

TELEPHONE SERVICE

QTY	SERVICE	ADVANCE > 7 days out	STANDARD < 7 days out
	Analog Telephone Line with Touch Tone Instrument	$200.00	$250.00
	Analog Telephone Line (exhibitor brings own instrument)	$175.00	$225.00

Long Distance Capability _____ YES _____ NO

AUDIO / VISUAL EQUIPMENT

The SeaGate Convention Centre can offer a full line of audio/visual equipment & services. For additional information or to receive a quote please contact the Event Coordinator

INTERNET SERVICES ***

QTY	SERVICE	STANDARD
	Hardline Connection	$200.00 for event
	Wireless Connection	$50.00 per day

***Clients who wish to order an internet package for their event, please contact the Event Coordinator for pricing

SEAGATE CENTRE INVOICE & RECEIPT

ORDERS CAN NOT BE PROCESSED WITHOUT ENCLOSED PAYMENT

EVENT NAME _____ EVENT DATE _____

COMPANY _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ TITLE _____

TOTAL ORDER AMOUNT $ _____ **BOOTH NUMBER (required)** _____

☐ Check Enclosed (mail form & check payable to SeaGate Centre to address above)

☐ Credit Card (fax form to 419-255-7731)

ACCOUNT NUMBER _____

SECURITY CODE _____

EXPIRATION DATE _____

TODAY'S DATE _____

(must be **7** days prior to show to qualify for "**Advance Rate**")

SPECIAL NOTES/INSTRUCTIONS

AUTHORIZED SIGNATURE _____

I agree to the terms on the back of this form

GENERAL UTILITY/EQUIPMENT TERMS AND CONDITIONS

1. PAYMENT FOR SERVICE MUST ACCOMPANY ALL ORDERS.
2. All equipment, regardless of the source of power, must comply with all federal, state and local safety codes and standards including ANSI, OSHA & FCC. Any equipment that does not comply will be disconnected.
3. Prices are based upon current wage rates and are subject to change without notice.
4. All material and equipment that is furnished by the SeaGate Centre for this service order shall remain SeaGate Centre property and shall be removed ONLY by the SeaGate Centre at the close of the show.
5. Only SeaGate Centre personnel may connect/disconnect or make adjustments to provided service(s).
6. Utilities will be turned on 1-hour prior to show opening time and off at show close time daily.
7. Credit will NOT be given for service installed and not used.
8. Claims will NOT be considered unless filed by the exhibitor prior to close of show.
9. The charge for service includes installation in the most convenient location and removal at the close of the show.

ELECTRIC SPECIFIC

1. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. Rates quoted for all connections, cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
4. Under no circumstances shall anyone other than “house electrician” make electrical connections.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician”, however, all service connections and overload protection to such equipment must be made by “house electricians” only.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, etc.
7. Unless otherwise directed, SeaGate Centre electricians are authorized to cut floor coverings to permit utility installation.
8. All exhibitors’ cords must be of the 3-wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. SeaGate Centre is not responsible for level fluctuations / circuit failure due to temporary or local electric company conditions.
10. The SeaGate Centre cannot guarantee service prior to show opening for “floor orders”.

TELEPHONE/INTERNET SPECIFIC

1. SeaGate Centre is the exclusive provider of land line telecommunications for the SeaGate Centre.
2. Incomplete telecommunication requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
4. SeaGate Centre is not responsible for loss of service or “line noise” due to temporary or local telephone company conditions.
5. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
6. All inquiries for data line service & other special needs should be directed to the SeaGate Event Coordinator.
7. In addition to basic telephone charges, exhibitor will be charged for long distance calls at prevailing rates.
8. Shows with heavy forklift traffic may prevent phone lines from being installed until shortly before the show opens.
9. SMG IT staff is not responsible for technical support of client or vendor devices utilizing broadband or wireless internet connections.
10. If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer.
11. Wireless Access Points are configured to isolate devices and prevent against certain types of bandwidth misuse including peer-to-peer file sharing and most torrent applications
12. SMG is not responsible for content accessed via broadband or wireless internet connections
13. SMG will try to ensure wireless access is available throughout the requested area. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point
14. Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over SMG's wireless network could potentially be intercepted by another wireless user

FOOD AND BEVERAGE

1. The SeaGate Convention Centre’s in-house caterer has the exclusive rights to all food and beverages inside the facility**.**
2. If a food product is germane to the show, the exhibitor is permitted to pass out 2 oz. (toothpick portion) samples from within the booth space or sell the product for off-site consumption with a minimum retail price of $8.00
3. This policy also prohibits outside food & beverages such as McDonalds, Pizza Hut and packed lunches from being brought into the facility.

All vendors wishing to use fryers or ovens for cooking and preparation purposes must abide by the following guidelines:

4. Appropriate clearance for cooking during show hours must be obtained from show manager or promoter prior to consulting building personnel for power or cooking locations. Even if clearance has been granted by the show manager or promoter the building reserves the right to restrict cooking access.
5. All cooking apparatuses MUST be electric in nature; NO gas cooking will be allowed in regards to fryers or stoves.
6. All oil/”deep fryer” cooking locations will be located along the loading dock side of the SeaGate Convention Centre. If the vendors booth is located in the middle of the convention, a secondary cooking location will be set up for them to use.
7. All cooking locations will be off carpeted surfaces.
8. All cooking is to be done on hard top tables, and at no time will plastic/vinyl top tables be acceptable.
9. All vendors cooking MUST have a K-type fire extinguisher next to their cooking station.
10. At NO time are vendors to use the restroom sinks or garbage receptacles for grease/oil dumping. A grease/oil trap drum is located on the loading docks.
11. If, at any point, the building EC has determined that the vendors cooking procedures are unsafe and in violation of the guidelines outlined above, the EC has the right and authority to disconnect the vendors power until provisions have been made by said vendor to accommodate the outlined above.

OTHER UTILITIES

1. Compressed air service requires PSI and CFM information on order form.
2. Natural gas connections do NOT include plumbing labor charges, which are available at prevailing rates.
3. Water service supply is a standard 5/8” garden hose. Exhibitor is responsible for providing specific equipment adapters.

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Exhibitor Information

Shipping and Receiving

The SeaGate Centre recognizes the importance of an exhibitor's shipping and receiving schedule. However, our facility does not have dedicated storage space for exhibitor materials whether they are inbound or outbound. Because of this, strict guidelines have been established for exhibitors' freight being received or shipped out.

The SeaGate Centre will receive exhibitor's shipments only **One** day prior to their event. All items arriving early ***will be refused***. Deliveries arriving on the contracted move-in day(s) will be placed inside the main exhibit hall.

All shipments must be labeled with: Show Name, Company Name, Contact Number & Booth Number

Inbound Freight will be accepted starting on:
Thursday, October 22, 2015

If you require your shipment to be received earlier or would like to insure its timely delivery, we recommend calling the decorator or general contractor for the show. They will allow you to ship freight directly to them in advance; they will transport it to the SeaGate Centre and unload it to your booth. Additionally for any extra tables, chairs, carpet, or drape needs contact the decorator to assist you in acquiring these products.

The decorator for the show is C-1 Trade Show Services
Their number is 724-260-5576

The exhibitor must coordinate to have the freight removed from the facility by the end of the scheduled move out of the event. If your shipper (including UPS & FedEx) has not picked up your freight by the end of the scheduled move-out, it will be forced to the decorator or general contractor and they will ship it by the most available means. The exhibitor will then be responsible for all drayage and/or shipping charges. **The SeaGate Centre is not responsible for freight left unattended after the close of show.** The Centre does not provide air bills or bills of lading to vendors or exhibitors, they must bring their own.

Outbound Freight must be removed by:
Saturday, October 24, 2015

Vehicles

All gasoline powered vehicles (including lawn mowers, tractors, etc.) must arrive with less than 5 gallons of gas in the vehicle's tank, have the battery disconnected and duct tape placed over the vehicle's gas cap. Once the vehicle is inside it cannot be moved (unless pushed) until the show closes each day. The show decorator might have some additional requirements in order to protect their carpet. Vehicles being left in the Centre must turn in their keys to SeaGate Centre security

Helium Balloons & Blimps

Helium balloons are permitted inside the facility; however, there is a minimum $100 fee for recovery of balloons that have risen to the ceiling. If an exhibitor has handed out balloon(s) to an attendee who later looses the balloon to the ceiling, the exhibitor is still responsible for the fee. Small-motorized helium blimps are permitted in the building if the Show Manager has given his/her approval. If approved the blimp must stay at least 10' from the ceiling. The same $100 fee will be charged to the exhibitor if retrieval from the ceiling is required.

Signs, Banners & Posters

Exhibitors/clients who wish to attach signs, banners or posters to the facility's walls, pillars, airwall or floor please use blue painters tape or poster putty which can be found at any office supply store. The use of duct tape, scotch tape, masking tape or any other self adhesive if strictly prohibited.